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Inside This Issue!
See page 2

Cucamonga Connection

**PRESIDENT'S MESSAGE**

This month, I'd like to commend several members for their outstanding efforts to help other members get **CERTIFIED!**

You've seen **Dolores Blanton, CAP-OM** at our meetings from time to time. Dolores is a teacher at Chaffey College and our MVP when it comes to Certification! She's been instrumental in opening the doors for "**CAP-OM Official Study Classes**" at Chaffey College! As of this printing, classes will be on Saturday mornings at Chaffey College, starting in the Spring for the November 2012 testing!

Details are still being ironed-out, but we are committed to helping make these classes a success.

Cindy Cisneros, CAP-OM is the "spark plug" in this "**Operation Certification**" movement! Since she took the Certification Chair position for our chapter in August, she's been researching colleges and other chapters to see what's out there that we can partner with or emulate. Once she teamed up with Dolores, it was full steam ahead! Added to the mix is **Janean Gray, CAP-OM, president of the Valencia Orange Chapter** who is another Certification advocate. She's on board to help with the Study Sessions and recruitment of others to attend the classes. This is the perfect opportunity for anyone who has been on the fence about taking the test, so if you're interested, please see Cindy, Dolores or myself and GET CERTIFIED!!

CA Division News. . . .

It's time to start planning for the **CA Division's Annual Meeting and Educational Forum at the San Mateo Marriott, June 8-10, 2012**. CA Division introduced a Stimulus Plan that encourages everyone to put aside \$50 per month from October through May; eight payments totaling \$400. Comparably, last year's early registration was \$380 by March 31st which doesn't cover the room price at \$99/night, and airfare! So, it's time to start putting away anything you can before it's too late!

CA Division sponsored another **GREAT Professional Development Day for the Southern Chapters on October 15th in Chino Hills**. One of the ideas that came up during the "Wild Idea – Fundraising Session," was the use of **GoodSearch**, a search engine that gives back! **Treasurer, Casey Costa, CAP-OM** signed us up and every time we use it we get a penny. Now, that doesn't sound like much, but multiply that by all the member's families and friends and voila! Please see page 4, ...*Follow This Thread*, of this newsletter for further instructions, and an update on how much has already been earned for CVIAAP!

Headquarters' News. . . .

Administrative Professionals Day will mark its 60th anniversary on April 25, 2012. **IAAP** also celebrates its 70th anniversary in 2012.

The theme for the **2012 Administrative Professionals Week and Day** is: "**Admins, the Pulse of the office.**" If you would like to submit a short (100-200 words) essay entitled "**Anniversary – What IAAP Has Done for Me,**" you may be part of a special anniversary issue of **OfficePro magazine**. You can email your submission to www.iaap-hq.org.

Don't forget to check the website for the new **OPTIONS** training programs, and webinars like "**Taming Technology: Saving Time with Impactful Emails,**" and some free Podcasts to help your career, like "**Do You DARE?**" "**Drama-Free Office,**" and "**Guide to Making Work Optional.**" The free resources available to you are amazing at www.iaap-hq.org!

I am looking forward to seeing you all, your friends and spouses at our "**Christmas in Paradise**" event on December 7th!

I will see you then,



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Attached Flyers:

Christmas in Paradise
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Cucamonga Valley
IAAP Cookbook

Fresh Christmas
Wreath Fundraiser

Observances:

2011 | NOVEMBER

Election Day

Tuesday after the 1st Monday of
November (between November 2nd
and 8th)

11|08



Veterans Day

11|11

Thanksgiving Day
4th Thursday in November

11|24



2011 | DECEMBER

Pearl Harbor Day
12|07

Bill of Rights Day
12|15

1st Day of Winter
12|21

Christmas Eve
12|24

Christmas Day
12|25

New Year's Eve
12|31



Welcome! Monthly meetings are normally held on the 4th Wednesday of every month at **6:00 PM**. We hold our meetings at **Dave & Buster's Restaurant** on the east side of **Ontario Mills Mall at 4821 Mills Circle**, Ontario, California. We are dark in **August** and **combine our November/December meetings**.

Valerie Victorino, CAP-OM - Vice President - Member of Excellence - City of Rancho Cucamonga — A reservation made is a reservation paid — RSVP for a meeting or request a meeting flyer, please email me @: Valerie.Victorino@cityofrc.us or call me **1. 909. 477. 2750**

Mark Your Calendars!



It's here! It's here!

Annual Christmas Holiday Party

Wednesday, December 7, 2011 at 6:00 PM
November/December meetings are combined

Etiwanda Gardens + 7576 Etiwanda Avenue
Rancho Cucamonga, CA + 1. 909. 463. 6687

Only \$30 for each person + If you bring a non-member guest, it's only \$50 for the both of you! + Please RSVP by Tues, Nov 29th at Noon

"Christmas in Paradise"

70th Anniversary of Pearl Harbor, December 7, 1941 + Not a sad event!
A tribute celebrating the people, lives and era of the 1940s

Dress in the style of the 1940's - Hair, skirt and maybe even a hat and gloves! Maybe rent a costume or go to your local military supply store! Enjoy 40's music - *The Andrews Sister's singing "Boogie, Woogie, Bugle Boy of Company B"* - A continuous slide show from 1941 events, people, stars and the military. **We are proud to host our 90 year old speaker who will regale everyone with accounts from the time period as well as relay events of that tragic day.** CVIAAP had spoken with a *Pearl Harbor Survivor* however his presence was requested at *Pearl Harbor in Hawaii*. His *Veteran friend* is gladly filling-in to share his own stories! Also, we are working on some surprise entertainment! As this is Christmas in Paradise, there will be traditional Christmas trees intermingled with palm trees, sand, ukuleles and more! The evening promises to be very different from most Christmas parties. We couldn't pass up the chance to commemorate 70 years on this very special evening! + Delicious Lasagna dinner! Bring an extra check or two with you for our exciting **Silent Auction!** Bid on themed gift baskets and Knott's Berry Farm tickets! **Guests are welcomed!** Members bring someone with you. You both will enjoy this special evening!

JANUARY 25, 2012 - IAAP Meeting: Dave & Busters — **Leigh Adams - Toastmasters International, Division A Governor.** Leigh will be teaching us Public Speaking 101. Standing in front of a group can be a challenge. This will be helpful in all walks of life-join us!

FEBRUARY 22, 2012 - IAAP Meeting: Dave & Busters — **Cherylann Nicklas, our CA Division State Treasurer,** will be helping us with "How to Interview So You Get the Job!" This can be a huge help on how you present yourself, even if you are not actively seeking employment. We love Cherylann and can't wait for her presentation!

MARCH 28, 2012 - IAAP Meeting: Dave & Busters — **Barb Schmit with Esselte (Pendaflex)** She sounds like a lot of fun with a great sense of humor! She will bring lots of goodies to share and show us all the latest inventions to make our lives easier. A practical and hands-on meeting!

APRIL 25, 2012 - IAAP Meeting: Dave & Busters — **Administrative Professional's Day!** It's our week and our day! We will have another great celebration-can you hardly wait to see what we plan this time?? Stay tuned!

MAY 23, 2012 - IAAP Meeting: Dave & Busters — **Annual Membership Drive meeting and Time Management!** I am always looking for ways to make time grow-can it really happen?

JUNE 27, 2012 - IAAP Meeting: Dave & Busters — **Installation of Officers & Neil Kupchin (tentatively).** Planning and Managing Change Effectively, especially in this era of uncertainty, and how to approach our daily challenges.

JULY 25, 2012 - IAAP Meeting: Dave & Busters — **Leadership and Team Skills - Leadership and Team skills** are a daily objective, or problem? Join us for tips to make it easier!

AUGUST 22, 2012 - NO MEETING — Dark... We'll miss all of our friends, but we're gearing up for our next great year of fun and learning!

Out & About Events

JUNE 2012 will be the California Division Conference in San Mateo...near San Francisco. We had a wonderful group of members from Cucamonga Valley Chapter attend last June in San Diego. We cheered every time Donna got up to get another award for our wonderful Chapter! Please plan on attending this exciting event. More info to sign up will be coming after the first of the year. Stay tuned!

JULY 22 - 25, 2012 is the International Education Forum and Annual Forum (EFAM) held in Grapevine, Texas near Dallas. More registration info to come!

Acknowledgements

Birthdays

Wishing you a very Happy Birthday

Susie Aguilar **Harvana Clark**

November 15 December 11

and all of the other November and December babies!

IAAP Anniversaries

Cynthia Cisneros, Araceli Gonzalez
and **Melonee Vartanian**

November 1

Congratulations on your Anniversary with IAAP

We would love to acknowledge you and your special day; please email your birth date, month and day only, or any other information you would like published. Are you a Member of Excellence? Have a CPA-OM or CAP status? Please let me know!

Welcome to Our Guests!

We had three new guests attend the October 26, 2011 meeting:

Cindy Lockwood, Berenice Lopez
and **Denise McGovern**

Thank you for attending.

We look forward to seeing you in the future!

Melonee A. Vartanian

Corresponding Secretary - San Bernardino County
mwartanian@sb-court.org



Crystal Schultze

CPS - Recording Secretary
Member of Excellence - City of Hesperia
cschultze@cityofhesperia.us

Anyone can look put-together and professional with a hefty wallet. But Sandy Dumont, of the Image Architect @ theimagearchitect.com, knows how to achieve a million-dollar look, even on a shoestring budget.

\$ LOOK LIKE A MILLION ON A TIGHT BUDGET

How to build a wardrobe that positively affects your career - **Buy quality, not quantity.** "Having only one perfectly fitting skirt in a superb fabric that spans several seasons. Lightweight wool, for example, is better than a dozen ill-fitting skirts in an array of colors," she says.

It's hard to believe, but no one will notice if you wear the same black skirt or slacks three times in a week, if you pair it with different tops.

What women should look for on the sale racks: linen, wool gabardine and wool crepe designer skirts and pants. Men should start with one navy blue suit in a wool gabardine or crepe, and at least three shirts and three great ties.

Choose earrings carefully. "They're among the most important accessories for women," Dumont says. Dainty earrings often look "powerless", while thin hoops and chandelier earrings create distraction. She prefers chunky hoops that imply "power."

Also, she says, an omega-shaped necklace helps to frame the face. And silver is more flattering to most people's skin tone than gold.

Find out which color suits you. "One of the biggest mistakes made is trying to achieve harmony by matching the superficial appearance with colors: blondes in pastels, redheads in rust or orange, etc," she says. "Don't be afraid of bold colors."

Crystal's Corner

Think contrast. Safe, perfectly matched looks often end up looking boring. For example, with a brown suit, a man might opt for a French blue shirt and burgundy tie. Think magenta, raspberry and royal blue when assembling different outfits.

TIP: Make a list of the things that are missing from your closet and keep it with you. If you have a suit in a safe color, add to your list scarf, tie or blouse in a bold color. Know your best colors and list those, too. Next time you run across a fabulous sale, you will be prepared.



Handy Tips & Info

One-Minute Strategies 



► *Become an effective networker even if you're an introvert, writes Devora Zac, author of **Networking for People Who Hate Networking.** Among her tips: Volunteer at an event where you can network so that you have "a focus, purpose and specific role" while attending.*

► *Track your personal spending with two free online tools. **JustBudget.com** helps you manage your budget, while **BudgetTracker.com** goes beyond by tracking all your accounts, syncing your transactions and sending you bill reminders.*



Exerpts from AdminProfessional Today article

...Follow This Thread

From: Casey Costa [mailto:ccosta@chinodesalter.org]
Sent: **Wednesday, November 09, 2011**
Subject: **We've already raised a penny!**

Cool – I just tried **goodsearch.com** and they credited CVIAAP a penny to our account!

From: Casey Costa [mailto:ccosta@chinodesalter.org]
Sent: **Monday, November 21, 2011**
Subject: **Goodsearch**

I'm not sure if any of you are using **goodsearch.com**, but we've already raised about **\$15**. I am soooo excited about this! What really brings in the donations is shopping through **goodsearch** – that's where we've gotten most of the \$. One thing to note – **Goodsearch** automatically sends a check once a year in December. *If we have raised less than \$25 they will not send us a check – instead they will take*

what was donated to us and spread it out to all those organizations who do receive a distribution.

So, let's really try to get up to \$25 before December so we can get a check!! If we don't get up to that amount we always have next year to look forward to – this gives us a good indication of the potential of using this website!

How does **goodsearch** work?

It's a Web search that supports **our charity**. Find online coupons, coupon codes, deals, discounts and promo codes. Every time you search the Internet at GoodSearch.com, CVIAAP, our charity, earns money. The more you search, the more we earn!



Casey Costa,
CAP-OM - Treasurer
Community Outreach - Chino Basin Desalter
ccosta@chinodesalter.org

Go to goodsearch.com today!

Ways & Means



The Cucamonga Valley
IAAP Cookbook
\$10 ea.

Yummy recipes in time
for the holidays



Wreath Fundraiser

**Please support
Cucamonga Valley IAAP**
Live, fresh wreaths ranging in theme design,
sizes and prices. Something for everyone!

Cookbooks and wreaths still available for gift giving!
Have questions? Please contact:

Casey Costa
CAP-OM - Treasurer
Community Outreach - Chino Basin Desalter
ccosta@chinodesalter.org
WREATHS

Donna Kendrena
CAP-OM - CVIAAP
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COOKBOOKS

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COOKBOOKS and WREATHS

10 Tips to Banish Typos

By Grammar Girl, Mignon Fogarty

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Grammar Girl™

Quick AND Dirty Tips
FOR BETTER WRITING



Hosted by
Mignon Fogarty

Quick
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Funny Typos

Typos can seem funny after the fact. A couple of years ago I told you about someone who accidentally recommended a friend as a "fat and accurate typist" instead of a "fast and accurate typist" and another person who wrote to tell a friend he had written an excellent report and instead called it an "excrement report."

Costly Typos

Some typos are more than embarrassing; they're costly. Contracts, for example, are not good places for typos. A Canadian utility company became famous for the "million dollar comma" lawsuit when they had to pay another company more than \$2 million because of a misplaced comma.

Old Typos

Typos aren't a new problem either. There are a few old editions of the King James Bible that have typos. A 1612 edition known as the "Printers Bible" reads "Printers have persecuted me without a cause" instead of "Princes have persecuted me without a cause," and another one from 1635 is called the "Sinner's Bible" because it reads "Thou shalt commit adultery" instead of "Thou shalt not commit adultery." Whoops!

When you want to avoid embarrassing yourself, incurring costly lawsuits, and leading believers astray, here are 10 tips to help.

1. Have someone else read your work. The best way to find typos is to have someone else read your work. They don't know what you meant to say, and their fresh eyes will almost always catch things you missed. Since that's not always possible, here are some other solutions.

2. When you're writing on your computer, use the auto-correct feature. I also call this the "know thyself" trick. For example, I always type "pateint" instead of "patient." Always. But with the auto-correct feature in my word-processing software, I can tell the computer that every time I type "pateint" it should insert "patient." Problem solved!

The best way to find typos is to have someone else read your work.

3. Run your work through your computer's spell-checking tool. It's amazing how many people don't do this. Don't think the computer is infallible though. The first choice it gives you may not be the right one, and spell-checkers often think correct possessives such as children's and someone else's are wrong. The computer can highlight things you should check yourself, but it isn't perfect.

4. Print your work. Always proofread a printed version of your work. Many people find that if they try to proofread on a computer monitor, they miss more errors than when reading a printed copy of their work.

5. Give yourself some time. If possible, let your work sit for a while before you proofread it. If you are able to clear your mind and approach the writing from a fresh perspective, then your brain is more able to focus on the actual words, rather than seeing the words you think you wrote.

6. Read your work aloud. This forces you to read each word individually. I write a script for each Grammar Girl podcast, and when I read it to record the show, I almost always find an error I missed when proofreading it other ways. A long time ago, a listener told me that he felt uncomfortable reading his writing aloud at work, so he does it while pretending to talk on the phone so people don't know what he's doing.

7. Force yourself to view each word. If you don't want to read aloud, you can force yourself to consider each word by using the tip of a pencil or pen to physically touch each word. You can also force yourself to focus on smaller sections of the document by putting a ruler under each line of text as you are reading or by cutting out a small rectangular window on an index card and sliding it over your copy as you read.

8. Read your work backward, starting with the last sentence and working your way in reverse order to the beginning. Supposedly, this works better than reading through from the beginning because your brain knows what you meant to write, so you tend to skip over spelling mistakes when you're reading forward.

Phillip Corbet recently reviewed some of his favorite proofreading tips in his New York Times column "After Deadline," and I picked up a couple of new ideas there.

9. Separate proofreading tasks. Read the article through once to just check the spelling, and then read it through again to just check the punctuation. By separating tasks, you'll be able to focus better on each one.

(He also showed an example of a sentence that looked like a revision gone awry--as though the writer had rewritten the sentence but forgotten to remove remnants of the earlier version--and that really struck a chord with me. Almost every time I post a terrible typo to Twitter or Facebook, it's because I was repeatedly editing the post to make it shorter and didn't see that something got left in from an earlier version. So, the advice is to be especially careful when you're revising things at the last second.)

10. Print your work in a different font with different margins. Bryan Garner, the author of Garner's Modern American Usage, posted this tip to his Twitter feed: "When you're sick of editing your own work, you should print it in a different font with different margins. It works!" I'm going to try that one on my next book.

VIDEO DISTRACTION

"The The Impotence of Proofreading" by Taylor Mali

###

Melonee A. Vartanian, Corresponding Secretary, shares the following sentiments with our CVIAAP family with regards to the Holidays and her heart ✦ *What a special season to celebrate, no matter your beliefs or how you celebrate, we all have something wonderful in our lives that we can celebrate!* ✦ *As we come to the end of 2011 and look forward to the beginning of a wonderful new year, I ponder over the past year and think how blessed I am to have my family, my friends, my job and my health. Included in my list of blessings are the smiles that I receive at each and every Chapter Meeting; the friendships I have made and/or renewed; and those to come.* ✦ *I wish each and every one of the members, their families, and guests a blessed and very Merry Christmas! And a New Year where all of your dreams will come true! Until next year.....*

More to come in the January 2012 Cucamonga Connection!

New Member Orientation
Wednesday, January 25, 2012
5:30 PM – 6:00 PM

Stimulating and entertaining learning opportunities, events and activities are ahead from our President, Board Members and Chairs in the next Issue.

In the next issue look for details from:

Christina Riley

Orientation - Riverside Transit
criley@riversidetransit.com



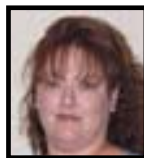
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Great Games, Great Fun
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If you know of any companies that would be interested in advertising in our newsletter and/or our web site, please contact Debbie Cabana at dcabana@yahoo.com

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Please support and patronize them. Thank you.

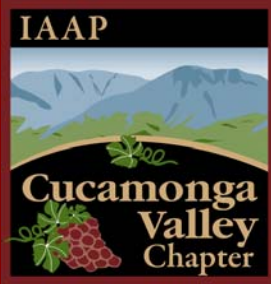
Links to IAAP Resources

Cucamonga Valley Chapter
cucamongavalleyiaap.com

CA Division
iaap-ca.org/index.html

IAAP Headquarters
iaap-hq.org

IAAP Web Community
community.iaap-hq.org/home



Cucamonga Valley Chapter IAAP

Wednesday, December 7, 2011

6:00 p.m. Check-in - 6:15 p.m. Dinner & Meeting

CHRISTMAS IN PARADISE!

Let's Return to the Era of the 1940's!

It is the 70th Anniversary of Pearl Harbor but it won't be a sad event we will be commemorating it with a celebration!

Dress up like the 40's-your hair, your skirt,
rent a costume or wear a hat and gloves!

Bring a friend or spouse with you to enjoy this very special evening.

"Christmas in Paradise!"

Check- In at 6:00pm

Meeting at 6:15pm

Dinner

Musical Entertainment

Short Business Meeting

Narrative by:

Jack Hayes

Former VFW All State Commander and

2011 RC Community Hero

Surprises!

Silent Auction Items

A Delicious CATERED Buffet

Basil Bruchetta hors d'oevres

Green Salad

Meat and Vegetarian Lasagna

Parmesan Zucchini

Soft Italian Bread Sticks

Assorted Mini Desserts

Iced and Hot Tea/ Coffee / Water

Wine available for purchase for \$5.00 per glass

*****YOU MAY PAY BY PAYPAL*****

JUST GO ON OUR WEBSITE AND CLICK ON THE MEMBERS BOX!

Holiday Silent Auction!

Many beautiful items will be available for auction, theme-filled baskets (Avon and Hollywood, etc) plus Knott's Berry Farm tickets. Don't forget your check-book!

Spark of Love Toy Drive!

Bring a new unwrapped toy to donate to Spark of Love—every child should have a magical Christmas!

ETIWANDA GARDENS



7576 Etiwanda Avenue
(south of Base Line Road)
Rancho Cucamonga, CA
(909) 463-6687

(south on Day Creek from the 210 Freeway, turn left on Base Line., then south on Etiwanda Avenue)

Reservations: Please RSVP by Tuesday, November 29, 2011 at Noon

Members and Guests for this special evening *only \$30 per person*

Or \$50 for two if you bring a non-member guest!!

A Reservation Made is a Reservation Paid

You will be charged for cancellations within 7 days due to catering!

valerie.victorino@cityofrc.us - Valerie Victorino (909) 477-2750

Check out the beautiful facility—there is a chapel, pond and great meeting rooms for all occasions! It will be open for us to tour!



International Association of
Administrative Professionals®



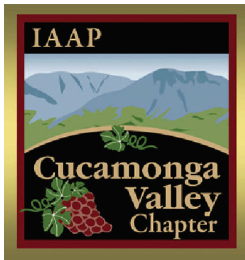
IT'S HERE!!!

**The Cucamonga Valley
IAAP COOKBOOK**

\$10.00

For more information contact:

tina.watson@cityofrc.us or donna.kendrena@cityofrc.us



Cookbook
Order Form

Name: _____

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Phone No: _____

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Make Checks Payable To: Cucamonga Valley IAAP or to pay via PayPal:
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Wreath Fundraiser

with



*Fresh, Fragrant, Festive
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Red Velvet bow included where pictured.

20" Wreath \$ 28.00

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26" Wreath \$ 34.00

Deluxe Noble Fir Wreath

measurements are outside diameter of wreath

**Please Support
& make checks payable to:
Cucamonga Valley IAAP**

Ways and Means Chair

Tina Watson/Casey Costa
Salesperson

Tina.watson@cityofrc.us

Phone 909-477-2700

<http://www.cucamongavalleyiaap.com>



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15' Cedar Garland

\$ 30.00



12" Deluxe Candle Ring

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\$ 34.00

28" Deluxe Door Swag

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measurements are height of wreaths